



HOT DRINKS POLICY

Astley Park School is committed to promoting the health safety and well-being of all staff, pupils and visitors to the school. When working in school all staff, pupils and visitors must follow the Hot Drinks Policy:

Hot drinks can be prepared in the following areas:

Staff room
Bistro
Moving on kitchen
B4L kitchen
Beech kitchen
Food technology room

Classrooms

- Hot drinks should always be kept in a lidded cup and kept safely out of the reach of pupils.
- Pupils are able to make hot drinks in regular cups if this is part of their curriculum, but drinks should be made and consumed in the following areas:

Moving on kitchen / classroom
B4L kitchen / classroom
Food technology room

Offices

- Hot drinks are permitted in regular cups but they **must** be positioned away from ICT equipment.

Outside Morning, Afternoon Break Duty, Lunchtimes

- Hot drinks are not permitted at the above times on health and safety grounds

Educational Visits

- If hot drinks are to be consumed on visits to cafés, restaurants, supermarkets, etc, this **must** be part of the Risk Assessment



After School Meetings – eg LMT / Governors, Staff Meetings

- Staff / Governors meeting in classrooms or the main hall may consume hot drinks in regular cups, but must avoid areas where there is ICT equipment

Holiday Clubs and After School Clubs

- Staff may consume hot drinks in the designated refreshment areas and these **must** be in a lidded cup

Visitors and Social Events

- Visitors may consume hot drinks in the meeting room where the drinks have been prepared, they must not walk around the building carrying hot drinks
- At social events a room or area will be designated for the making and consumption of hot drinks – visitors **must not** remove drinks from this area

Cups without lids are **not** to be removed from the staffroom.



Date policy approved by Governing Body Curriculum & Policy Committee: _____

Signed Chair of Curriculum & Policy Committee: _____

Mr M Maher

Signed Chair of Governing Body: _____

Mrs W Blundell

Policy Review Date: January 2018